

Message Text

PAGE 01 STATE 290953
ORIGIN SS-15

INFO OCT-01 EUR-12 NEA-10 ISO-00 A-01 SSO-00 CCO-00
OC-06 CPR-01 SY-05 NSCE-00 /051 R

DRAFTED BY S/S-S:DJPLANTY:JW
APPROVED BY S/S:DANDERSEN
S/S-S:LJREDDY
A:DMOUNT
S/S-O:SSTEINER
S/S-EX (INFO)

-----072582 070025Z /75

O 062336Z DEC 77
FM SECSTATE WASHDC
TO AMEMBASSY WARSAW IMMEDIATE
AMEMBASSY TEHRAN IMMEDIATE
AMEMBASSY NEW DELHI IMMEDIATE
USLO RIYADH IMMEDIATE
AMEMBASSY PARIS IMMEDIATE
AMEMBASSY BRUSSELS IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (CARTER, JIMMY)

SUBJECT:PRESIDENTIAL VISIT: SECRETARIAT STAFF
REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION
OF THE PRESIDENT'S AND SECRETARY'S SCHEDULE, HELPS
COORDINATE THE PREPARATION OF BRIEFING MATERIAL FOR THE
PRESIDENT, AND IS RESPONSIBLE FOR ALL MATTERS CONCERNING
THE PREPARATION OF BRIEFING MATERIAL FOR THE SECRETARY'S
USE. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION
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FLOWING TO AND FROM THE SECRETARY'S PARTY (SEE SEPTTEL ON
CABLE TRAFFIC) AND PROVIDES LIAISON BETWEEN THE PARTY AND
THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE
OFFICER AND ONE SECRETARY WILL PRECEDE THE PRESIDENTIAL
PARTY TO CONSULT WITH THE POST IN ENSURING THAT ALL
REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND ITINERARIES
OF ADVANCE TEAMS WILL BE CABLED BY SEPTTEL. A SECOND
SECRETARIAT TEAM WILL ARRIVE ABOARD THE PRESIDENTIAL

AIRCRAFT.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE TIME OF THE ADVANCE TEAM'S ARRIVAL UNTIL AFTER THE PRESIDENT HAS LEFT. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR THE S/S ADVANCE TEAM.

4. MEDIA REPORTS; ENGLISH LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE LIMITED OFFICIAL USE
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FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE-INCH NOTE-PAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES I.E., TIME, NEWSWEEK ALSO SHOULD BE MADE AVAILABLE.

5. OFFICE SPACE FOR SECRETARY'S STAFF OFFICE (S STAFF):

IF THE SECRETARY IS LODGED IN A HOTEL, A LARGE DOUBLE

ROOM CONVERTED TO AN OFFICE WILL BE NEEDED FOR THE
SECRETARY'S IMMEDIATE STAFF. MINIMUM REQUIREMENTS ARE:

- THREE DESKS OR WORKING TABLES
- TWO TYPEWRITERS AND TYPEWRITER STANDS
- DESK LAMPS
- OFFICE SUPPLIES
- COPY MACHINE
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IF THE SECRETARY IS LODGED AT A GOVERNMENT GUEST
HOUSE, AN ATTEMPT SHOULD BE MADE TO OBTAIN A ROOM FOR A
SIMILARLY EQUIPPED SMALL OFFICE PLUS SLEEPING
ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OFFICE SPACE FOR SECRETARIAT OFFICE (S/S): THE S/S
OFFICE SHOULD BE CONVENIENT TO THE S STAFF OFFICE. IF
THE SECRETARIAT STAFF (S/S) OFFICE IS LOCATED IN A HOTEL,
TWO CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE WILL
BE NEEDED. IF THE S/S OFFICE IS LOCATED IN THE EMBASSY,
SIMILAR SPACE WILL BE REQUIRED. MINIMUM REQUIREMENTS FOR
THE S/S OFFICE ARE:

- FIVE DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- DESK LAMPS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES

7. OFFICE SPACE FOR THE SENIOR STAFF: THE SENIOR STAFF
OFFICE SHOULD BE A LARGE DOUBLE ROOM CONVERTED TO AN
OFFICE FOR THE OFFICIAL PARTY. IT SHOULD BE EQUIPPED WITH
DESKS OR WORK TABLES, AND A MINIMUM OF TWO TYPEWRITERS,
OFFICE SUPPLIES, ETC. BECAUSE OF THE REQUIREMENT FOR
CONTROLLED ACCESS TO OPEN STORAGE OF CLASSIFIED MATERIAL,
THE SENIOR STAFF OFFICE SHOULD OCCUPY SPACE CONTIGUOUS
WITH THE S/S OFFICE. WHENEVER POSSIBLE.

8. SECRETARIAL/COURIER ASSISTANCE: THE SERVICES OF TWO
TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME
ON A CONTINUOUS 24-HOUR BASIS TO WORK WITH THE
SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER
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MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY
MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS. A

SCHEDULE FOR COMPLETE SECRETARIAL COVERAGE SHOULD BE PREPARED AND PROVIDED TO THE ADVANCE TEAM.

COURIER SERVICE WILL BE NECESSARY ON A 24-HOUR BASIS FOR SIMULTANEOUS DISPATCH BETWEEN TWO POINTS. VEHICLES MUST BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM. EACH COURIER SHOULD HAVE A BRIEFCASE WITH LOCKS IN WHICH HE WILL CARRY ALL TRAFFIC.

9. OFFICE MACHINES AND SUPPLIES: THE FOLLOWING OFFICE EQUIPMENT AND SUPPLIES WILL BE NEEDED.

10. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING SUPPLIES ARE REQUIRED FOR EACH OFFICE:
3-INCH BY 5-INCH PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, AND DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMORANDUM FORMS, INCOMING TELEGRAM FORMS, AIRGRAM LIMITED OFFICIAL USE
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FORMS.

10. DRAFT THANK-YOU NOTES FROM THE PRESIDENT AND THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS - AS DETERMINED BY POST - ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

11. VEHICLES: A VEHICLE FOR THE EXCLUSIVE USE OF THE S/S TEAMS MUST BE AVAILABLE ON A 24-HOUR BASIS.

VANCE

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<< END OF DOCUMENT >>

Message Attributes

Automatic Decaptioning: X
Capture Date: 22-Sep-1999 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 06-Dec-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE290953
Document Source: ADS
Document Unique ID: 00
Drafter: S/S-S:DJPLANTY:JW
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Expiration:
Film Number: D770453-0199
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
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Line Count: 217
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Litigation History:
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Message ID: 1ff45dfc-c188-dd11-92da-001cc4696bcc
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Original Classification: LIMITED OFFICIAL USE
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Previous Handling Restrictions: n/a
Reference: n/a
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Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
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Review Withdrawn Fields: n/a
SAS ID: 119218
Secure: OPEN
Status: NATIVE
Subject: VISIT: SECRETARIAT STAFF
TAGS: OVIP, (CARTER, JIMMY)
To: WARSAW TEHRAN MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/1ff45dfc-c188-dd11-92da-001cc4696bcc
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